

TENDERS CLARIFICATION MEETING



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

NON-COMPULSORY MEETING

HELD ON 11 SEPTEMBER 2026 @ 10H00 (MS TEAMS)

TENDER NO: 052G/2026/27

TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF NEW TRAILERS AND THE CONVERSION OF EXISTING TRAILERS FOR THE CITY OF CAPE TOWN

Welcome & Introduction

The Project Manager welcomed everyone to the meeting and advised that this is a non-compulsory clarification meeting for tender 052G/2026/27, meaning that those tenderers or potential tenders who are not in attendance are still eligible to submit a bid for this tender.

The following information was pointed out.

- Questions to be raised at the end of the presentation
- Tender Description is the APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF NEW TRAILERS AND THE CONVERSION OF EXISTING TRAILERS FOR THE CITY OF CAPE TOWN
- Tender advertised on 28 August 2026 and Closing date 30 September 2026 at 10h00. Box number for the tender is 202.
- Clarification meeting non-compulsory but strongly recommended
- Contract Period: Will be for 36 months from commencement date of the contract.
- Any questions and queries can be emailed to: SCM.Tenders4@capetown.gov.za

Conditions of Tender

Clause 2.1.5. of the Procurement Procedure

This clause speaks to the procurement procedure, or how this tender will be awarded. Clause 2.1.5.1 was presented and the following was emphasised.

- The City intends to appoint a panel of tenderers for this tender.
- Panel will be split in two categories, one being for the Manufacturing of new trailers and the second category being for the Conversion of existing CCT Trailers.
- The allocation of work methodology is prescribed in clause 7 of C.5 Specifications.

3. CONDITIONS OF TENDER

2.1.5 Procurement procedures

2.1.5.1 General

The CCT intends to appoint a panel of tenderers for the Manufacture, Supply and Delivery of new Trailers and for the Conversion of Existing Trailers of the CCT on an ad-hoc basis. All responsive bids received will form part of the panel of tenderers for this specific tender. This panel will be split between two categories (one category for Manufacturing of new trailers and another category for the Conversion of existing CCT trailers).

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods and/or services after a secondary competitive process is undertaken and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers).

Appointment to the panel does not guarantee any work.

Refer to the specifications (C.5) clause 7 for the allocation of work methodology.

The contract period shall be for a period of **36** months from the commencement date of the contract.



Bidders can indicate in F.13 to which panel they wish to form part of.

Clause 2.2.1.1.5 Additional Eligibility Requirements

Clause 2.2.1.1.5 was presented, and it was emphasised that tenderers must provide the required information as outlined under clause 2.2.1.1.5 with their tender submission. Failing to provide the prescribe information in accordance with clause 2.2.1.1.5 will deem the tender submission non-responsive.

It was informed that:

- The Additional Eligibility Requirements prescribes the required documentation to be provided if the tendering entity is either a Manufacturer, Franchise or Subsidiary or an Authorised Reseller.
- Tenderers must submit the relevant valid and active Manufacturer/Importer/Builder (MIB) registration certificate as well as the applicable supporting formal letter or agreement if such tenderer is a franchise, subsidiary or authorised reseller.
- Tenderers must fully complete Schedule F.13B.

It was further communicated that tenderers should note that multiple bids submitted by related entities will not be considered. It was explained that where a tenderer forms part of a group structure, only one entity within that group may submit a bid. For example, if a subsidiary submits a tender, neither the holding company nor any other subsidiary within the same group may also submit a bid for the same tender process.

4. TENDERERS OBLIGATION

2.2.1.1.5 Additional Eligibility Requirements

The following is required with tender submission to be considered eligible/responsive for this tender:

For Tendering Manufacturers

- Bidders must submit evidence of active Manufacturer/Importer/Builder (MIB) registration, in the form of a MIB certificate in the name of the tendering entity in accordance with the National Road Traffic Act 93 of 1996, confirming that the tenderer is a registered body builder and/or manufacturer. In the tender submission, a copy of the certificate is required to be submitted.
- Only those tenders submitted by tenderers who are registered as a body builder and/or manufacturer will be declared responsive and form part of the panel

or

Franchises or Subsidiaries

If the tendering company is a franchise or subsidiary, they must submit:

- An active registration MIB certificate in the name of the parent or holding company in accordance with the National Road Traffic Act 93 of 1996, confirming that the parent or holding company is a registered body builder and/or manufacturer in the tender submission, a copy of the certificate is required to be submitted.
- The MIB certificate shall be accompanied by a formal letter or franchise agreement from the parent or holding company confirming that the tenderer operates as a subsidiary or franchisee.

or

4. TENDERERS OBLIGATION continue...

2.2.1.1.5 Additional Eligibility Requirements (continue...)

Or

Authorised Resellers

If the tendering entity is an authorised reseller, the following must be submitted:

- An active Manufacturer/Importer/Builder (MIB) registration certificate in the name of the manufacturer or builder, issued in accordance with the National Road Traffic Act, Act 93 of 1996, confirming that such manufacturer or builder is registered as a body builder and/or manufacturer. A copy of the certificate must be submitted with the tender.
- A formal letter or agreement from the manufacturer or builder, on an official manufacturer/builder letterhead, confirming that the tendering entity is an authorised reseller and is permitted to supply and/or represent the manufacturer's products under this tender.

Tenderers will be deemed non-responsive:

- if the information as prescribed above is not supplied with their tender submission.
- If the status of the MIB registration is not active, cancelled or suspended

The tendering entity to complete Schedule F.13B in full.



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Price Schedule

It was pointed out that the Price Schedule is not applicable at tender stage. Prices will be submitted through the secondary competitive process by the appointed service providers that will be appointed to the panel.

CPA (Contract Price Adjustment)

It was informed that CPA shall not be applicable to this tender as prices will be submitted on an ad-hoc basis through the secondary competitive process.

Specifications

Tenderers are to note that the Scope of Works is split in two parts.

Clause 1.1 speaks to the manufacture, supply and delivery of various types of new trailer units, ranging from light, medium to heavy-duty industrial trailers, including specialised and purpose built trailer units manufactured to meet specific operational requirements of the City of Cape Town, on an ad-hoc basis.

And, clause 1.2 speaks to the conversion and/or repurpose of existing CCT trailer units on an ad-hoc basis, as outlined in the presentation.

7. SPECIFICATIONS

1. SCOPE OF WORKS

1.1 Manufacture, supply and delivery of various types of new trailer units, ranging from light, medium to heavy-duty industrial trailers, including specialised and purpose built trailer units manufactured to meet specific operational requirements of the City of Cape Town, on an ad-hoc basis. The trailers include various sizes, configurations, load capacities and technical specifications, as well as the provision of any associated services such as fabrication input, customisation, assembly, testing, compliance certification and delivery logistics. The exact specifications, quantities and delivery requirements will be determined per works assignment issued under the panel contract and no guarantee is provided in respect of the volume or frequency of work

1.2 Convert and/or repurpose existing CCT trailer units on an ad-hoc basis. Conversion, modification, refurbishment and/or repurposing of existing City of Cape Town trailer units on an ad-hoc basis. The conversion scope includes but is not limited to structural alterations, upgrading of components, replacement of mechanical and electrical parts and improvements to enhance functionality, safety and operational efficiency. This may further include inspection, assessment, overall mechanical/electrical enhancements and compliance related work as required. The specific scope, technical requirements and extent of work will be defined per works assignment under the panel contract where no guarantee is provided in respect of the volume or frequency of work.



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Clause 6. Exclusions/Restrictions

Tenderers are further to note clause 6 of the Specifications which highlights the exclusions to the scope of the panel for this tender.

These are the items currently available on contract 192G/2023/24 and which will not form part of this tender, procurement of them may only take place after such time that contract 192G/2023/24 has come to an end.

These items include:

- 6.1.1 Heavy-duty 3 axle low bed trailer for abnormal loads with rear stand-up ramps.
- 6.1.2 Heavy-duty 3 axle low bed trailer with detachable swan neck for abnormal loads.

The City reserves the right to exclude, defer or restrict any requirement under this panel contract where necessary to avoid overlap with existing contracts.

Clause 7. Secondary Process

Tenderers were advised to thoroughly read clause 7 of the Specifications, which outlines the allocation of work methodology applicable to the secondary process. Clause 7 was presented, and attendees were taken through the provisions of the clause in detail.

Penalties

The Penalties applicable are found under clause 22 of the Special Conditions of Contract.

Tenderers are to note:

- The penalty clause in the tender document has been structured in such a way to clearly outline the applicable Key Performance Indicators(KPI's) and the corresponding penalties that will be imposed in the event of non-performance or failure to meet the specified requirements.
- Late orders will be addressed as per one of the key KPI's which is 1% of the related purchase order value levied per week for late deliveries, up to a maximum of 5% of the related purchase order value.
- These KPI's makes provision for later deliveries as well as poor workmanship for both manufacture of new trailers and conversion/customisation of existing CCT trailers.
- These KPI's and associated penalties are detailed on page 41 to 42 of the document. *(Correction – the KPI'S and penalties are detailed on page 40 to 41 of the document).*

Special Conditions of Contract

Additional clauses of the Special Conditions were displayed.

Clause 15. Warranty

The warranty period for the contract will be 12 months from date of delivery of the goods/services. The warranty period applies to both new manufactured trailers as well as for the conversion/customisation of existing CCT trailers. Tenderers are note that alternative warranty periods may be during the secondary competitive process, in respect of heavy industrial type trailers.

Clause 36. Workshop Premises

Tenderers must have access to a workshop facility located within the geographical boundaries of the City of Cape Town. Where such access is not available at the time of tender submission, the tenderer shall be required to have access to a compliant workshop facility within sixty (60) days of the contract commencement date.

The workshop facility must comply with the requirements of clause 36.

9. SPECIAL CONDITIONS

15. Warranty

Add to Clause 15.2:

15.2 The warranty for this contract shall remain valid for a period of twelve (12) months from the date of delivery of the Goods and/or Services and shall apply to all trailer items including conversions, unless otherwise specified. For heavy industrial type trailers, alternative warranty periods may be specified during the secondary competitive process.

36. Workshop Premises and Facilities

36.1. The tenderer is required to have access to a workshop facility within the geographical boundaries of City of Cape Town 60 days from commencement of contract.

36.2. The Service Provider's workshop, premises and parking area should have security measures in place in order to mitigate current and future risks during the tenure of the contract i.e. vandalism and property theft. The use of alarms with an armed response link is the preferred method.

36.3. The City of Cape Town's Fleet Assets shall be managed in a way that prevents theft, vandalism and damage during work execution.

36.4. The City of Cape Town's Fleet assets shall be held in a lockable, secure building or yard after hours. The fleet asset remotes and ignition keys shall be kept in safe custody at all times.



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Clause 37. MIB Registration

Tenderers are to note clause 37 of the special conditions of contract which requires the applicable MIB Certificate to remain valid for the full duration of the contract period. Failure hereof will constitute a breach of contract.

Clause 38. Contract Restrictions

It was reminded that as indicated in the clause for Exclusions and Restrictions under the Specifications mentioned earlier in the meeting, that any items available under contract 192G/2023/24 cannot be procured on this tender until after such time that contract 192G/2023/24 has come to an end.

9. SPECIAL CONDITIONS continue...

37. MIB Registration

37.1. Failure to maintain a valid MIB registration as a manufacturer and/or body builder throughout the contract period shall constitute a material breach of contract.

38. Contract Restrictions

38.1. The City currently has contract 192G/2023/24 in place for the low bed trailers:
Heavy duty 3 axle low bed trailer for abnormal load with stand-up ramps at the rear.
Heavy duty 3 axle low bed trailer with detachable swan neck for abnormal load

38.2 Any requirements currently covered and actively procured under Contract 192G/2023/24 shall remain excluded from utilisation under this panel contract until the expiry date (19 February 2028), termination or lawful conclusion of contract 192G/2023/24.

38.3 The City reserves the right to defer the commencement of any category, item or requirement where necessary to prevent duplication of scope or expenditure between Contract 192G/2023/24 and this panel contract.



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Schedule F.13

Schedule F.13A

It was highlighted that Schedule F.13A is a repeat of the Eligibility requirements and serves as a reminder to ensure tenderers submit these requirements with tender submission.

Schedule F.13B

Tenderers are required to completed Schedule F.13B and clearly indicate for which category or categories for which they are tendering for, either manufacturing of new trailers or conversion of existing trailers. Schedule F.13B must be completed with tender submission.

11. SCHEDULE F.13 B

TENDER NO: 52G/2026/27

Schedule F.13.B: Information to Be Provided With the Tender Submission

The following information to be provided with the Tender:

TRAILER WORKS CATEGORY		
Panel Category	SCOPE	Tenderer to indicate with "X" in the column Below which trailer category (Panel) of works they are applying for or if for both subject to meeting the applicable eligibility criteria
a)	Manufacture, supply and deliver brand new trailers on an ad-hoc basis	
b)	Customisation and conversion of existing City of Cape Trailers on an ad-hoc basis	



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Signature _____
Print name: _____
On behalf of the tenderer (duly authorised)

Date _____

Vehicle Safety

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In Conclusion

The following points were stressed:

- Tenderers are to complete the document in its entirety.
- Tenderers are to read the document carefully, understand the document, and if there is any uncertainty, feel free to direct any queries to us via email to SCM.Tenders4@capetown.gov.za

Questions

Q – The items that were awarded on 192G/2023/24 however are no longer available on 192G/2023/24 (item 1 to 23), will this be available on the new tender?

A – This tender will run concurrently with 192G/2023/24 until 192G/2023/24 expires. Only the items that are currently available on 192G/2023/24 being the heavy (industrial type) duty trailers as mentioned above, cannot be procured on this tender, 052G/2026/27 until 192G/2023/24 comes to an end.

Closing

The project managed thanked everyone for their attendance and adjourned the meeting.
Meeting closed at 10h52